

APPENDIX A

5/20/02

NPG 8553.1/ISO14001 CROSS REFERENCE TO GRC DOCUMENTS

| NPG 8553.1 | | ISO 14001 STANDARD | EMS/BMS DOCUMENTS | LOCATION OF DOCUMENT |
|---------------|--|------------------------------------|--|--|
| 1 | 4.0. GENERAL | | | |
| | | Initial Review/Assess. | | ** |
| | | Linkage & Strategic Plan | GRC-P3.10, Safety, Env., Security, and Emerg. Preparedness, Rev. A | BMS Files on the Internet |
| 2 | 4.2. ENVIRONMENTAL POLICY | | EPM -1 | Internet, entrances, building lobbies |
| 3 | 4.3. PLANNING | | | |
| 3.1 | 4.3.1. Environmental Aspects | | Aspect/Impact Risk Matrix, EPM, NPG 85XX | ** |
| 3.2 | 4.3.2. Legal/Other Requirements | | EPM 1-6, 8, 17-22, 25-27, 32, 34, 36, 38 | Internet |
| 3.3 | 4.3.3. Objectives and Targets | | Approved objectives and targets for GRC Process descriptions are in EPM Chapter 1 | ** |
| 3.4 | 4.3.4. Environment/Management Programs | | GRC-0540.001, Environmental Programs Office and EPM Chapter 1 OSAT Annual Operating Agreement FY 01 | Internet ** |
| 4 | 4.4. IMPLEMENTATION AND OPERATION | | GRC-0540.002, Environmental Management Office Programs and Processes GRC-0540.003, Outreach GRC-0540.004, Environmental Programs Manual Procedures | |
| 4.1 | 4.4.1. Structure & Responsibility | | | |
| | | Organization | GRC-P3.10 Safety, Environmental, Security and Emergency Preparedness Programs, EMO Organization Charts | Internet |
| | | Responsibilities | EPM - 1, Policy Document | Internet |
| | | Financial Resources | GRC-P0500.004, ROS and PS Management Procedure GRC-P00500.006, C of F Management Procedure GRC-W0500.004, Training Budget GRC-W00500.005, Travel Budget GRC-W00500.002, Awards/Recognition GRC-W00500.003, OSAT IT Planning GRC-W0500.001 OSAT - AOA | BMS library BMS library BMS library BMS library BMS library BMS library |
| 4.2 | 4.4.2. Training and Awareness & Competence | | | |
| | | Training Program | GRC-P3.3.1 Training and Career Development, EPM & individual development plans GRC-P3.3.1.1 On-the-Job Training Doc. | Internet |
| | | Awareness Program | Training and Communication Team Activities/Implementation Schedule. | Various |
| | | Information Resources | Internet, Link, Aerospace Frontier, Electronic Board, | ** |
| | | Recognition | GLPD 3451.1A 4.3; Employee Suggestion Program | |
| 4.3 | 4.4.3. Communications | | Outreach Program | |
| | | Internal | EPM -1, EMS Web Site | Internet and various locations** |
| | | External | EPM -1 | |
| 4.4 | 4.4.4. Environ. Documentation | | GRC 3.7.2 Business Management System Document and Data Control GLPD 1420.1A Forms Management GRC 3.7.3 Records Management GRC P 3.7.2.1 Creation & Revision of Center Level Procedures, Lower Level Procedures & Work Instructions | S Drive, Internet |
| 4.4 | 4.4.5. Document Control | | GRC 3.7.2 Business Management System Document and Data Control GRC-P3.7.3, Records Management | Internet |
| 4.5 | 4.4.6. Operational Control | | EPM Chapters 1-6, 17-22, 25-27, 32, 34, 36 and 38 | Internet |
| | | Vendor Controls | EPM-5 | Internet |
| | | Review & Approval | EPM-22 | Internet |
| | | Prev. of Pollution | Same as 4.5 above and P2 Plan | Internet and ** |
| | | Chemical Handling & Minimization | EPM-21 | Internet and ** |
| | | Haz. Waste Handling & Minimization | P2 Plan. Laboratory Standard Operating Procedure EPM-5&6 | Internet and ** |
| | | Gen. Waste Handling & Minimization | P2 Plan EPM 17 | Internet ** |
| 4.6 | 4.4.7. Emergency Preparedness | | GRC-M 0550.001A Emergency Preparedness and Response; Recordable and Reportable Spills | |

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|--------|--|--|----------------------|
| 8553.1 | | | |
| | Emergency Respon. | | |
| | Disaster Recovery | | |
| 5 | 4.5. CHECKING AND CORRECTIVE ACTION | | |
| 5.1 | 4.5.1. Monitoring & Measurement | EPM - 1, 3, 4, 32 | Internet |
| | Needs Assessment | | EMO Office |
| | Data Collection | Calibration - ISCO Bubbler Flow Meter Calibration Procedure, Autocalibration for pH Meter Procedure, AA Win Lab Online; Calibration Procedures | Internet |
| | Data Analysis | | Internet |
| 5.2 | 4.5.2. Non-conformance and Corrective/Preventative Action | GRC-P 4.7, Corrective and Preventative Action. | |
| | Non-conformance | LeR-P4.6 Internal Audit-Rev.F. | Internet |
| | Correction | | Internet |
| | Preventative Action | | Internet |
| 5.3 | 4.5.3. Records | C-278 Organizational Records List | |
| | Creation/Distribution | GLPD 1420.1A, Records Management | Internet |
| | Maintenance | LeR-P3.73, Records Management | Internet |
| 5.4 | 4.5.4. EMS Audits | LeR-P4.6 Internal Audit | |
| | Plans | HQ Audit Schedule. BMS Form F-1 | ** |
| | Procedure/Process | EPM, Chapter 1 | Internet |
| | Reports/Reporting | | ** |
| | Tracking/Follow-up | | |
| 6 | 4.6. MANAGEMENT REVIEW | EPM, Chapter 1 | Internet |
| | Evaluation Process | | |
| | Continual Improvement | Continuous Improvement Manager Function, NPG 85XX | ** |
| 7 | METRICS | EPM, Chapter 1 | |
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| | | | |
| KEY | EPCB = Environmental Pollution Control Board | | |
| | NPG = HQ NASA Procedures and Guidelines - Environmental Management Systems Procedures Manual | | |
| | BMS = Business Management System | | |
| | EMS = Environmental Management System | | |
| | GRC = Glenn Research Center | | |
| | EMO = Environmental Management Office of GRC | | |
| | EPM = Environmental Programs Manual | | |
| | * = Most of the EMS standards are met in Chapter 1 (EPM - 1) of Environmental Programs Manual (EPM). | | |
| | ** = Documents are on the S Drive, CD, or EMO official file | | |